Section:	06	Title:	Information Security
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1. STANDARD

ISD will observe all due diligence in hiring personnel and will use employee orientation and security awareness to inform all new employees of security policies and procedures. When an employee terminates employment with ISD for any reason, all security privileges will be immediately revoked and the employee will be prevented from having any opportunity to access information or equipment.

1.1. Summary of Standard Changes

1.2. Purpose

Provide trusted employees for ISD, oriented to security procedures, and when employment is terminated, protect ISD assets from former employees.

1.3. Scope

Applies to all employees of ISD.

1.4. Responsibilities

1.5. Definitions and Abbreviations

1.6. Description of Standard

Background check will be performed on employees before they assume a trusted position with ISD. Upon hiring, a new employee will attend ADOA orientation and security awareness seminars. After security procedures are understood, and the employee signs a non-disclosure agreement if required, the employee will be issued a security magnetic card and keys appropriate to the position. Upon termination of service the employee will surrender their security card and keys. Their access rights will be terminated, and if indicated a non-disclosure agreement executed. Physical and information assets used by the employee will be inventoried and inspected. All requirements will be met before final salary payment is made.

1.7. Implications

ISD management must create internal standards for adjudicating background check results. Certain background elements may disqualify individuals from being offered positions of trust. Orientation and security awareness seminars will be available. Positions will have defined physical and information access requirements. A termination checklist will be available to document proper separation before final salary payment.

1.8. References

1.9. Attachments

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)

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2. BACKGROUND CHECK PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

2.2.1. ISD management will determine if background checks are to be performed in-house or by a contracted vendor.

2.2.2. ISD management with ISD Security in a consulting role will determine what elements will be used within the background check.

2.2.3. ISD management with ISD Security in a consulting role determines which position come under the category of positions of trust.

2.2.4. Any employee assuming a position of trust whether a new-hire or an existing state employee with a new assignment will submit to a standard background check.

2.2.5. Persons who have been convicted of a felony will not be hired into, promoted into, or used as consultants or contractors for computer-related positions of trust.

2.3. References

2.4. Attachments

3. HIRING PROCEDURES

3.1. Summary of Procedure Changes

3.2. Procedure Details

3.2.1. Before an acceptable candidate for employment is offered a position, a background check will be performed.

3.2.2. Upon new employee acceptance of the position, the employee will be registered in ADOA orientation and ISD Security Awareness seminars. This will be taken into consideration when the start date is determined.

3.2.3. If indicated by the position description, the employee will be required to sign a non-disclosure agreement before information access is allowed.

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3.2.4. Then, after a personnel physical and information access form is completed and submitted by their manager to ISD Security, the employee will be issued an ISD magnetic access card and any necessary door keys.

3.2.5. Any ISD equipment needed by the employee to perform their job, will be checked out to the employee and properly documented on the ISD inventory file by the ISD facilities manager.

3.3. References

3.4. Attachments

4. TERMINATION PROCEDURES

4.1. Summary of Procedure Changes

4.2. Procedure Details

4.2.1. When it is determined, for whatever reason, that an employee will terminate their service to ISD, their manager and the ISD Security Manager will determine the specific time and date that all types access rights will be revoked.

4.2.2. An ISD Employee Termination Checklist will be used to document that proper procedures are followed. The list will include, but not be limited to:

4.2.2.1. Return of all keys, and identification badges.

4.2.2.2. Surrendering of all access ID's and passwords.

4.2.2.3. Surrendering of all sensitive data and documentation of any kind.

4.2.2.4. Inventory of all state resources check out to the employee.

4.2.2.5. A list of all On-line, active, and archived files and or libraries.

4.2.2.6. Surrender of all control lists and phone contact lists.

4.2.2.7. Signing a non-disclosure agreement if necessary.

4.3. References

4.4. Attachments